



## **Contracting Policy**

The purpose of this policy is to outline procedures to execute work for hire related to IGIC operations and projects.

1. All work for hire shall be executed through a formal Contract for Services.
2. IGIC reserves the right to sole source any work for hire, provided:
  - a. the contract totals \$50,000 or less; or
  - b. IGIC can justify the decision due to time constraints, nature of work performed, or financial considerations
3. IGIC will solicit proposals for all contracts in excess of \$50,000. Solicitations will be delivered to all vendors on the IGIC Vendor List.
4. Approval
  - a. All contracts will be reviewed and approved by the Executive Committee.
  - b. Contracts totaling \$50,000 or less will be executed by the Executive Committee and presented to the Board of Directors.
  - c. Contracts totaling more than \$50,000 will be reviewed and approved by the Board prior to execution. Voting may be in person, by proxy or via email.
  - d. By unanimous vote, the Executive Committee may approval contracts greater than \$50,000 provided justification is given. Justification may include time constraints, nature of work performed, or financial considerations.
5. IGIC may award contracts to IGIC Board Members or former members; however, any IGIC Board member employed by a vendor under consideration for any work for hire shall formally recuse him/herself from all aspects of decision making regarding the work for hire.
6. Copies of contracting documents, formal status reports, and final reports for all contracts will be filed with the IGIC President. Budgets and invoices will be filed with the IGIC Treasurer and copied to the President.
7. Any of these provisions may be altered for specific contracts by unanimous vote of the Board of Directors.